

OD Policy and Procedures Checklist

Staff Recognition Award

Staff Recognition Award Policies	
<i>Description</i>	Lump sum cash award that may be granted to recognize employees for their accomplishment of duties, e.g. to recognize performance over the entire performance period.
<i>Criteria/Examples</i>	<p>Accomplishments characterized by:</p> <ul style="list-style-type: none"> ! High work output. ! Consistently completing timely work products of high quality. ! Providing prompt and courteous service to customers, clients, and coworkers. ! Awards in excess of \$2,500 per person are reserved for employee accomplishments that are exemplary and of exceptionally high quality.
<i>Eligibility</i>	<p>May be granted to individual employees or teams or groups of employees.</p> <p>General Schedule Employees (GS/GM); Federal Wage System Employees (WG,WL,WS,WD,WT); and Senior Level employees in pay plans SL or ST are eligible.</p>
<i>Award Amount</i>	Up to \$10,000. Amount of award should be commensurate with the value of the employee's contribution to the Government.
<i>Approving Officials</i>	NIH Deputy Directors, Associate/Office Directors who report directly to the Director, NIH may approve awards up to \$5,000. Awards over \$5,000 require approval by the Deputy Director, NIH. Awards in excess of \$2,500 require approval by both a Recommending and Approving Official.
<i>Timing</i>	Award recommendations may be prepared at any time during the year. They should be prepared within 60 days of completion of the accomplishment in order to recognize the employee in a timely manner.
<i>Documentation Required</i>	<p>Completion of <i>NIH Award Nomination Form</i>, signed by Recommending Official (as required) and Approving Official.</p> <p>A narrative description of the employee accomplishment to be recognized including how the employee's actions</p>

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	benefited the government must accompany the award nomination.
<i>Receipt of Award</i>	<p>The award is processed through the personnel/payroll system (EHRP) and received by the employee approximately four weeks after the effective date of the award.</p> <p>The award is disbursed as a separate payment, less deductions, to the same location the employee's salary check is disbursed, e.g. to the employee's bank via direct deposit.</p>
<i>References</i>	<p>! 5 CFR 451</p> <p>! <i>NIH Employee Recognition and Awards Program</i>, 12/2/96</p> <p>! <i>OD Employee Awards Program</i>, 12/20/96</p> <p>! Memorandum from Acting Deputy Director, NIH to OD Senior Staff, <i>Interim Delegation of Personnel Authorities</i>, 10/23/2001</p>

Yes/No	Staff Recognition Award Procedures Checklist
	1. Has the employee(s) accomplishment already been recognized or proposed for recognition by another monetary award (e.g. Quality Step Increase, Special Act or Service Award, On-The-Spot Award, Time Off Award)? <i>Only one monetary award may be granted per contribution.</i>
	2. Does the Approving Official who signed the award have the delegated authority to approve awards in the amount requested? <i>Refer to local delegations of authority.</i>

	Documentation & Routing - Staff Recognition Awards
	1. Documentation required: A. Completed <i>NIH Employee Award Nomination Form</i> - all items must be completed. B. Narrative description of accomplishment to be recognized.
	2. Signatures required A. Recommending Official (as required) B. Approving Official C. Administrative Officer/Funds Approving Official
	3. Route completed Award Nomination to OHR Human Resources

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	Operations Branch D, Bldg. 31, Rm 4B41 for processing.
	4. OHR, Human Resources and Payroll Solutions Branch processes award through the personnel/payroll system (EHRP) and returns the original copy of the <i>NIH Employee Award Nomination Form</i> to the Human Resources Operations Branch D for filing in the employee's Employee Performance Folder (EPF). A copy will be returned to the Administrative Officer.
	5. Administrative Officers are responsible for maintaining their own internal controls on awards and for advising program officials of the status of the award, effective date, and expected receipt of the award.

Prepared by OD Executive Office
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